



EASEMENT INITIAL SUBMITTAL CHECKLIST

Engineering Dept. · Development Services · 1635 Faraday Ave · Carlsbad CA 92008 · 760-602-2750

THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Project ID _____ Project Name _____

DWG No. _____ Project Engineer _____

- This form is to be used for the plancheck processing of an easement, a covenant for easement, or an irrevocable offer of dedication.
- Fee schedules and forms are located on the Engineering page of the City's website at www.carlsbadca.gov. Submittals may be rejected if the submittal package is incomplete or current forms are not used.
- Items marked with an asterisk (*) must be completed by a licensed land surveyor or appropriately licensed engineer.

THE FOLLOWING ITEMS MUST BE INCLUDED IN THE INITIAL SUBMITTAL:

All items must be submitted unless an item is marked "N/A" and initialed by City Engineering personnel.

- _____ 1. This submittal checklist
- _____ 2. Transmittal from Engineer of Work listing all items being submitted
- _____ 3. Completed and signed City Engineering Plancheck Application form
- _____ 4. *Four copies of the Legal Description of the easement or covenant for easement. Each Legal Description on a separate 8 ½" X 11" sheet, typewritten, and labeled "Exhibit A."
- _____ 5. *Four copies of the plat, each on a separate 8 ½" X 11" sheet
- _____ 6. *Two sets of Traverse Calculations of the area to be dedicated or covenanted signed and sealed
- _____ 7. Two copies of Preliminary Title Report (issued within 6 months of application)
- _____ 8. Two copies of documentation providing authority to sign easement or covenant, if legal entity is other than an individual
- _____ 9. Concurrent submittal required (as applicable): Grading and Erosion Control Plans, Improvement Plans, Map, etc.
- _____ 10. Plancheck fee
- _____ 11. Other: _____

COMMENTS _____

SUBMITTAL COMPLETE. CHECKED BY _____ DATE _____



EASEMENT RESUBMITTAL CHECKLIST

Engineering Dept. · Development Services · 1635 Faraday Ave · Carlsbad CA 92008 · 760-602-2750

THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Project ID _____ DWG No. _____

Project Name _____

Planchecker _____ Project Engineer _____

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- Items marked with an asterisk (*) must be completed by a licensed land surveyor or appropriately licensed engineer.

THE FOLLOWING MARKED ITEMS MUST BE INCLUDED IN RESUBMITTAL:

- _____ 1. This resubmittal checklist
- _____ 2. Transmittal from Engineer of Work listing all items being submitted
- _____ 3. Copy of previous City transmittal letter
- _____ 4. All previous checkprints of Legal Description, plat, review checklist, reports, and calculations
- _____ 5. Original and one copy of completed Security and Agreement Data Sheet
- _____ 6. *Three copies of the corrected Legal Description
- _____ 7. *Three copies of the corrected Plat
- _____ 8. *Two sets of corrected Traverse Calculations signed and sealed
- _____ 9. Two copies of updated Preliminary Title Report issued within 30 days of resubmittal
- _____ 10. Concurrent resubmittal required (as applicable), corrected as necessary: Grading and Erosion Control Plans, Improvement Plans, Map, other: see below
- _____ 11. Department comments: _____ Planning, _____ Rec – Trails, _____ Eng P&P,
_____ Other-dept.: _____ (Distribution: to indicated departments)
- _____ 12. OTHER: _____

PLANCHECKER USE ONLY

Plancheck No. _____

PCE Initials _____

Date _____

COMMENTS _____

SUBMITTAL COMPLETE. CHECKED BY _____ DATE _____



EASEMENT MYLAR SUBMITTAL CHECKLIST

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Project ID _____ DWG No. _____

Project Name _____

Planchecker _____ Project Engineer _____

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- Items marked with an asterisk (*) must be completed by a licensed land surveyor or appropriately licensed engineer.

THE FOLLOWING MARKED ITEMS MUST BE SUBMITTED FOR FINAL APPROVAL:

- _____ 1. This submittal checklist
- _____ 2. Transmittal from Engineer of Work listing all items being submitted
- _____ 3. Copy of previous City transmittal letter
- _____ 4. All previous checkprints of Legal Description, plat, review checklist, reports, and calculations
- _____ 5. *Four originals of the corrected Legal Description, signed and sealed
- _____ 6. *Four originals of the corrected Plat, signed and sealed
- _____ 7. Two copies of updated Preliminary Title Report dated within 30 days of submittal
- _____ 8. *Two sets of bound corrected Traverse Calculations, signed and sealed
- _____ 9. Originals of Grant Deed or Covenant for Easement and Subordination Agreements, as applicable, as prepared by City staff properly executed and notarized
- _____ 10. Concurrent mylar submittal(s) required, as applicable: Grading and Erosion Control Plans, Improvement Plans, Map, other: see below
- _____ 11. Department approvals: _____ Planning, _____ Rec-Trails, _____ Eng P&P, _____ Other-dept.: _____
- _____ 12. **OTHER:** _____

COMMENTS _____

SUBMITTAL COMPLETE. CHECKED BY _____ **DATE** _____